

Understanding a Request for Proposal (RFP)

July 30, 2008

**U.S. Department of Energy
National Energy Technology Laboratory
Pittsburgh, PA
9:00 a.m. - Noon**

Requests for Proposals (RFPs) are used in negotiated acquisitions to communicate government requirements to prospective contractors and to solicit proposals. At a minimum, RFPs will describe the government's requirements, anticipated terms and conditions, information required to be in the offeror's proposal, and factors that will be used to evaluate the proposal and their relative importance.

At this *free seminar* Richard Rogus, Program Coordinator, National Energy Technology Laboratory, Strategic Center for Natural Gas & Oil will discuss the process of replying to an RFP. He will provide information on how to read, interpret, and complete a federal government proposal.

John DeLallo, Small Business Liaison Officer, DRS Laurel Technologies will also discuss how prime contractors develop small business subcontracting plans. Subcontracting can provide the first opportunity that small businesses need to gain experience in the federal market. Mr. DeLallo will elaborate on how DRS Laurel Technologies identifies subcontractors and builds partnerships with small businesses.

Registration Information

The seminar is free, however pre-registration is mandatory, **no walk-ins will be accepted.** Because of the security requirements at NETL **all registrations must be received by Monday, July 28, 2008. There are no exceptions.** Mail or fax your completed registration form to:

NETL Event Management
U.S. Department of Energy
National Energy Technology Laboratory
626 Cochran Mill Road
Pittsburgh, PA 15236
Fax: 412-386-6486

For questions regarding the program content, please contact Kate Glodek at 412-237-6098 or at gacopso@earthlink.net.

Since this event is being held at the U.S. Department of Energy's National Energy Technology Laboratory, we are obligated to adhere to the federal regulations that govern access to their site by individuals who may be foreign nationals, permanent residents, immigrants or refugees. All such individuals who wish to attend this event must immediately complete and submit NETL's Form 142.1-2, Request for Foreign National Unclassified Visitor or Assignment. There are no exceptions. The form can be accessed at: <http://www.netl.doe.gov/events> by clicking on July 30, 2008.

**Coffee and danish will be available at
registration beginning at 8:30 a.m.**

Directions to NETL

From the Pittsburgh International Airport: Take parkway West to exit 5B, this exit is to the right immediately before the Fort Pitt tunnel. Do not enter the tunnel. Proceed 7.5 miles on US-51S. Exit to the right immediately past the CVS Pharmacy (Cloverleaf Exit) and merge onto Curry Hollow Road. Proceed 1.5 miles through 7 lights on Curry Hollow Road. Move into the left lane after the 5th light. At three-way intersection with Brownsville Road, turn left onto Brownsville Road (follow sign pointing to "Bruceton Research Center"). Stay in the left lane. Brownsville Road becomes Cochran Mill Road after the first stop sign. Continue with directions **From Main Entrance**.

From Points South: Start out on PA-51N. Continue to follow PA-51N until you come to the ramp for South Park/Bethel Park. Merge onto Curry Hollow Road. Follow Curry Hollow Road to a three-way intersection with Brownsville Road, turn left onto Brownsville Road. Brownsville Road becomes Cochran Mill Road after the first stop sign. Continue with directions **From Main Entrance**.

From Points North: Start out on I-79S. Merge onto I-279 via exit 72 on the left toward Pittsburgh. Merge onto I-579S via exit 8A toward Veterans Bridge. Make a slight right onto Crosstown Blvd. Stay straight to go onto Liberty Bridge. Go through Liberty Tunnels. Exit onto PA-51S toward Uniontown. Proceed 7.5 miles on US-51S. Exit to the right immediately past the CVS Pharmacy (Cloverleaf Exit) and merge onto Curry Hollow Road. Proceed 1.5 miles through 7 lights on Curry Hollow Road. Move into the left lane after the 5th light. At three-way intersection with Brownsville Road, turn left onto Brownsville Road (follow sign pointing to "Bruceton Research Center"). Stay in the left lane. Brownsville Road becomes Cochran Mill Road after the first stop sign. Continue with directions **From Main Entrance**.

From Main Entrance: Go past the main entrance for Bruceton Research Center. At the next stop sign make a right onto Wallace Road. Cross the railroad tracks, and go up the hill and past the ball field and daycare center, both of which will be on your left. Turn into the second paved driveway on your left, where the sign states National Energy Technology Laboratory. Check in at the first guard shack midway up the driveway. The guard will direct you to parking.

Registration Form

Company Name: _____

Address: _____

City: _____

State: _____ Zip: _____

County: _____

Phone: _____

Email Address: _____

Web Address: _____

Attendees: _____

Business Type: ☐ Large ☐ Small

☐ Woman-Owned ☐ Disadvantaged

☐ Nonprofit ☐ Other

☐ HUBZone ☐ HUBZone Certified

Veteran-Owned ☐ Yes ☐ No

If Yes, Service-Disabled ☐ Yes ☐ No

Are you currently a GACO/GCAC Client?

☐ Yes ☐ No

If Yes, which office?

☐ California ☐ Pittsburgh ☐ Slippery Rock

Please mail registration form to:

NETL Event Management

U.S. Department of Energy

626 Cochrans Mill Road

Pittsburgh, PA 15236

or fax to: 412-386-6486

Non-Profit Organization
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PAID
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Slippery Rock, PA

GCAC, PTAC
Slippery Rock University
006 Eisenberg Classroom Building
Slippery Rock, PA 16057

SlipperyRock
University

A member of Pennsylvania's State System of Higher Education
Address Service Requested

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Sponsored by:

The Government Agency
Coordination Office (GACO), PTAC
of
California University of PA

The Government Contracting
Assistance Center (GCAC), PTAC
of
Slippery Rock University of PA

and the

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